

webVACANCY ANNOUNCEMENT

(Announcement Number: 15-37)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Security Investigator.

OPEN TO: All Interested Candidates

POSITION: Security Investigator

OPENING DATE: August 7, 2015

CLOSING DATE: August 21, 2015

WORK HOURS: Full-time; 48 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent performs a full range of personal background security investigations to determine the suitability for employment of the local job applicants. The duties include reviewing of biographic data of prospective employees, conducting personal security interviews, and verifying information with the local authorities and/or cross-checking for any derogatory records. The incumbent also assists the senior investigator in conducting more complex investigations such as theft and unlawful use of Mission property, accidents involving Mission vehicles, and possible fraudulent acts against the Mission.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School is required.
2. A minimum of three years of progressively responsible experience in investigative work with police, military or private security companies is required.
3. Level III (Good Working Knowledge) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Strong interpersonal skills in dealing with persons from all levels of Nepali society as well as tact and patience in handling requests courteously and promptly are required.
5. Good knowledge of Nepali Government and police structure is required. Good knowledge of the principles and techniques of investigation is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm2@state.gov (write “Application for Security Investigator” in the Subject)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Security Investigator”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement.